



Susan Bass Levin
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 5/15/06

JOB TITLE: Tax Credit Analyst I: Allocations

SALARY: (R9) (\$ 36,382) - (\$ 51,199)

DIVISION: Tax Credit Services

FL STATUS: Exempt ☒ Non-Exempt ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Perform strategic planning of long-term goals for allocations and assist in the preparation of the Qualified Allocation Plan and Application; conduct research relative to Low Income Housing Tax Credit (LIHTC) program legislation and other legislation that may impact the LIHTC program and keep abreast of changes to Section 42 of the Internal Revenue Code, its regulations, notices, letter rulings, revenue procedures and revenue rulings; provide training to HMFA staff, developers and other professionals regarding Federal and HMFA LIHTC requirements; participate in LIHTC seminars and conferences; review LIHTC applications in accordance with New Jersey Qualified Allocation Plan and IRS Code and Regulations; prepare and/or process written documentation for projects awarded tax credit allocations, including Carryover Applications and IRS Form 8609. Two (2) year

MINIMUM REQUIREMENTS

1) EDUCATION:

Two (2) year college degree; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

2) EXPERIENCE / SKILLS:

Five (5) years of relevant experience in housing finance. Knowledge of Federal, State and local housing programs including HOPE VI, Section 8 Community Block Grants, and Balanced Housing required. Must be proficient in Microsoft Word and Excel; must have the ability to communicate effectively orally, in writing, and to listen actively; and to perform and analyze financial calculations and draw conclusions. Other requirements: some travel is required.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858.

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.